

Attachment 10
Subcontracting Plan

**REDACTED AND EXEMPT FROM RELEASE
UNDER 5 U.S.C. 552(b)(4) CONFIDENTIAL
AND PROPRIETARY INFORMATION**

DEPARTMENT OF JUSTICE
SMALL BUSINESS SUBCONTRACTING PLAN

The following outline, together with the attachments, meets the minimum requirements of Public Law 95-507 and Federal Acquisition Regulation (FAR) Subparts 19.7 and 20.3.

Company Name	CACI-IMS
Address	1100 North Glebe Road, Arlington, VA 22201
Date Prepared	05/04/98
Solicitation No.	JSJMD-97-R-0025
Item/Service Description	Automated Debt Collection Management

I - TYPE OF PLAN:

INDIVIDUAL PLAN: In this type of plan, all elements are developed specifically for this contract and are applicable for the full term of the contract.

II - GOALS:

(a) FAR 19.704 requires separate dollar and percentage goals for using small business concerns, small disadvantaged business concerns, and women owned small business concerns for the base period and each option period.

- (1) Estimated total dollar value and percentage of all planned subcontracting (i.e., all types/sizes of business concerns):

Contract Period	Amount	Percentage
Base Period	\$7,836,928	100%
Option I	\$1,793,756	100%
Option II	\$1,594,405	100%

Contract Period	Amount	Percentage
Option III	\$1,622,101	100%
Option IV	\$1,590,068	100%
Option V	\$1,554,721	100%

- (2) Estimate dollar value (to include the dollar amount from (3) and (4) below) and percentage of planned subcontracting to small business concerns:

Contract Period	Amount	Percentage
Base Period	\$4,467,847	57%
Option I	\$1,206,000	67%
Option II	\$1,157,401	72.6%
Option III	\$1,164,577	71.8%
Option IV	\$1,227,924	77.2%
Option V	\$1,177,957	75.8%

- (3) Estimate dollar value and percentage of planned subcontracting to small disadvantaged business concerns:

Contract Period	Amount	Percentage
Base Period	\$1,156,660	14.8%
Option I	\$400,000	22.3%
Option II	\$400,000	25%
Option III	\$400,000	24.7%
Option IV	\$400,000	25.2%
Option V	\$400,000	25.7%

- (4) Estimate dollar value and percentage of planned subcontracting to small women owned concerns:

Contract Period	Amount	Percentage
Base Period	\$695,483	8.9%
Option I	\$185,762	10.4%
Option II	\$192,712	12.1%
Option III	\$199,888	12.3%
Option IV	\$207,686	13.1%
Option V	\$213,718	13.7%

(b) The following principal products and/or services will be subcontracted under this contract, and the distribution among large (LB), small business (SB), small disadvantaged business (SDB), and women owned small business (WO) concerns is as follows (check all that apply):

SUBCONTRACTED PRODUCT/SERVICE	BUSINESS SIZE			
	LB	SB	SDB	WO
ADCM System – System Implementation	X	X		
ADCM System – System Maintenance	X	X		
Core ADCM System Training		X		X
Refresher ADCM System Training		X		X
Supplemental ADCM System Training	X			
ADCM System Enhancement		X	X	X
NCIF Support		X	X	X
Other Direct Costs	X	X	X	X

(c) The following method(s) was used in developing subcontract goals (i.e., explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, small disadvantaged business concerns' and women owned small business concerns' capabilities were determined, to include identification of source lists utilized in making these determinations):

The above goals and planned procurement actions were developed based on the Government-provided estimates, previous experience in producing similar items, and quotes received from planned subcontractors. Except for those items required from outside sources as noted under Section B hereof, CACI has extensive and unique expertise in the subject work effort and is fully capable of accomplishing all efforts required under this contract. Any further subcontracting out of the effort would have an adverse effect on staffing and controlling the effort and would require substantial expenditures of time and money to attempt to utilize any outside organization not already possessing the required capabilities and familiar with all methodologies and tools inherent in this product

This subcontract plan is based upon full utilization of the resulting contract as pricing in CACI's proposal, including the Government estimates provided in the Table B Cost Evaluation Model which were used for Base Period and each of the option years.

(d) Indirect and overhead costs (check one) ☐ have been ☒ have not been included in the goals specified in I(a) and I(b), above.

(e) If "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business concerns, small disadvantaged business concerns and women owned small business concerns.

III - PROGRAM ADMINISTRATOR:

(a) The following individual will administer the subcontracting program:

Name	[REDACTED]
Title	Contract Manager
Address	1100 North Glebe Road, Arlington, VA 22201
Telephone	[REDACTED]

(b) The Program Administrator's duties as they relate to the firm's subcontracting program include overall responsibility for this company's Small Business Program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan. Other duties include, but are not limited to:

- (1) Developing and maintaining bidders lists of small, small disadvantaged, and small women owned business concerns from all possible sources.
- (2) Ensuring that procurement packages are structured to permit small, small disadvantaged, and small women owned business concerns to participate to the maximum extent possible.
- (3) Assuring inclusion of small, small disadvantaged, and small women owned business concerns in all solicitations for products or services which they are capable of providing.
- (4) Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit small, small disadvantaged, and small women owned business concerns participation.
- (5) Ensuring periodic rotation of potential subcontractors on bidders lists.
- (6) Ensuring that the bid proposal review board documents its' reasons for not selecting low bids submitted by small, small disadvantaged, and small women owned business concerns.
- (7) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (8) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (9) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (10) Monitoring attainment of proposed goals.
- (11) Preparing and submitting periodic subcontracting reports required.
- (12) Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- (13) Coordinating the conduct of contractor's activities involving its small, small disadvantaged, and small women owned business subcontracting program.

- (14) Additions to (or deletions from) the duties specified above are as follows:

IV - EQUITABLE OPPORTUNITY:

(a) The following efforts will be taken to assure that small, small disadvantaged, and women owned business concerns will have an equitable opportunity to compete for subcontract:

- (1) Outreach efforts will be made as follows:
 - (i) Contacts with minority and small business trade associations;
 - (ii) Contacts with business development organizations;
 - (iii) Attendance at small and minority business procurement conferences and trade fairs; and
 - (iv) Sources will be requested from SBA's Procurement Automated Source System (PASS) system.
- (2) Small, small disadvantaged, and small women owned business concern source lists, guides and other data identifying small, small disadvantaged, and small women owned business concerns will be maintained and utilized by buyers in soliciting subcontracts.
- (3) Additions to (or deletions from) the above listed efforts are as follows:

V - CLAUSE INCLUSION:

The offeror (contractor) agrees that FAR clause 52.219-9, entitled "Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan," will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies; services involved, the availability of potential small, small disadvantaged and women owned small business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractor's facilities to review applicable records and subcontracting program progress.

VI - REPORTING:

(a) The offeror (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder (contractor) with the subcontracting plan and with the clause entitled "Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan" contained in the contract.

(b) The contractor shall submit the original and two copies of "Subcontracting Report for Individual Contracts," SF 294, in accordance with the instructions on the report as referenced in Public Law 95-507, Section 211. The Report shall be sent to the following address:

Department of Justice
Procurement Services Staff
Attn: Administrative Contracting Officer
National Place North Building, Suite 1000
1331 Pennsylvania Ave., NW
Washington, D. C. 20530

(d) The contractor shall submit one copy of "Summary Subcontract Report," SF-295, in accordance with the instructions on the report as referenced in Public Law 95-507, Section 211. The annual Report shall be submitted each October 25 and mailed to the following address:

Department of Justice
Office of Small and
Disadvantaged Business Utilization
National Place North Building, Suite 1010
1331 Pennsylvania Ave., NW
Washington, D.C. 20530

VII - RECORD KEEPING:

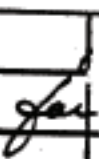
(a) The offeror (Contractor) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:

- (1) Small, small disadvantaged, and small women owned business concern source lists, guides and other data identifying SD/SDB/WO vendors/concerns.
- (2) Organizations contacted for small, small disadvantaged, and small women owned business sources.

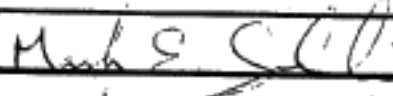
- (3) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, if not, why not; (3) whether small women owned concerns were solicited and (4) reasons for the failure of solicited small, small disadvantaged, or women owned business concerns to receive the subcontract award.
 - (4) Records to support other outreach efforts: Contacts with Minority and Small Business Trade Associations, etc. Attendance at Small and Minority business procurement conferences and trade fairs.
 - (5) Records to support internal activities to guide and encourage buyer Workshops, Seminars, Training Programs, etc. Monitoring activities to evaluate compliance.
 - (6) On a contract-by-contract basis, records to support subcontract award data to include name and address of subcontractor.
- (b) Records to be maintained in addition to the above are as follows:

VIII - SIGNATURES:

(a) This plan was SUBMITTED by:

Signed	
Typed Name	
Title	Small Business Officer
Date	05/04/98

(b) This plan was ACCEPTED by (Contracting Officer):

Signed	
Typed Name	Mark E. Solwinski
Title	Contracting Officer
Date	5/15/98

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

(See instructions on reverse)

OMB No.: 9000-0006
Expires: 03/31/98

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

1. CORPORATION, COMPANY OR SUBDIVISION COVERED		3. DATE SUBMITTED	
2. COMPANY NAME			
4. STREET ADDRESS		4. REPORTING PERIOD FROM INCEPTION OF CONTRACT THRU:	
5. CITY		<input type="checkbox"/> MAR 31 <input type="checkbox"/> SEPT 30 YEAR	
6. STATE 7. ZIP CODE		5. TYPE OF REPORT	
7. CONTRACTOR IDENTIFICATION NUMBER		<input type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED	
8. ADMINISTERING AGENCY (Please check applicable box)			
<input type="checkbox"/> ARMY <input type="checkbox"/> GSA <input type="checkbox"/> NASA <input type="checkbox"/> NAVY <input type="checkbox"/> DOE <input type="checkbox"/> OTHER FEDERAL AGENCY (Specify) <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DEFENSE LOGISTICS AGENCY			
7. REPORT SUBMITTED AS (Check one and provide appropriate number)		8. AGENCY OR CONTRACTOR AWARDING CONTRACT	
<input type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR		a. AGENCY'S OR CONTRACTOR'S NAME b. STREET ADDRESS c. CITY d. STATE e. ZIP CODE	
PRIME CONTRACT NUMBER			
SUBCONTRACT NUMBER			
9. DOLLARS AND PERCENTAGES IN THE FOLLOWING BLOCKS			
<input type="checkbox"/> DO INCLUDE INDIRECT COSTS <input type="checkbox"/> DO NOT INCLUDE INDIRECT COSTS			

SUBCONTRACT AWARDS

TYPE	CURRENT GOAL		ACTUAL CUMULATIVE	
	WHOLE DOLLARS	PERCENT	WHOLE DOLLARS	PERCENT
10a. SMALL BUSINESS CONCERNS (include SDB, WOSB, HBCU/MI) (Dollar Amount and Percent of 10c.)				
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)				
10c. TOTAL (Sum of 10a and 10b.)				
11. SMALL DISADVANTAGED (SDB) CONCERNS (include HBCU/MI) (Dollar Amount and Percent of 10c.)				
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.)				
13. REMARKS				

14a. NAME OF INDIVIDUAL ADMINISTERING SUBCONTRACTING PLAN	14b. TELEPHONE NUMBER
	AREA CODE NUMBER

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is not usable

STANDARD FORM 294 (REV 10-96)
Prescribed by GSA-FAR (48 CFR) 53.219(a)

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.

2. This report is not required for commercial products for which a company-wide annual plan (i.e., a Commercial Products Plan) has been approved, nor from large businesses in the Department of Defense (DOD) Test Program for Negotiation of Comprehensive Subcontracting Plans. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.

3. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), and Women-Owned Small Business (WOSB) concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).

4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semi-annually during contract performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.

5. Only subcontracts involving performance within the U.S., its possessions, Puerto Rico, and the Trust Territory of the Pacific Islands should be included in this report.

6. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.

7. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors.

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0506 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and; (8) Company affiliation.

BLOCK 4: Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated in this block.

BLOCK 5: Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7. A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

BLOCK 8: Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

BLOCK 9: Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 12. To ensure comparability between the goal and actual columns, the contrac-

tor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

BLOCKS 10a through 12: Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, and, WOSB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 13. The amounts entered in Blocks 10a through 12 should reflect the revised goals.) Under "Actual Cumulative," enter actual subcontract achievements (dollar and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards.

BLOCK 10a: Report all subcontracts awarded to SBs including subcontracts to SDBs and WOSBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

BLOCK 10b: Report all subcontracts awarded to large businesses (LSBs).

BLOCK 10c: Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

BLOCKS 11 and 12: Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported in both Block 11 and Block 12 (i.e., SDBs owned by women).

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned SDBs). For DOD, NASA, and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to Women-Owned firms (including SDBs owned by women).

BLOCK 13: Enter a short narrative explanation if (a) SB, SDB, or WOSB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the three goals was not met.

SPECIAL INSTRUCTIONS FOR COMMERCIAL PRODUCTS PLANS

DEFINITIONS

1. Commercial products means products sold in substantial quantities to the general public and/or industry at established catalog or market prices.

2. Subcontract means a contract, purchase order, amendment, or other legal obligation executed by the prime contractor/subcontractor calling for supplies or services required for the performance of the original contract or subcontract.

3. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).

4. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

DISTRIBUTION OF THIS REPORT

For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Logistics Agency (DLA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.

SUMMARY SUBCONTRACT REPORT
(See instructions on reverse)

OMB No.: 9000-0007
Expires: 03/31/98

Public reporting burden for this collection of information is estimated to average 13 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

1. CORPORATION, COMPANY OR SUBDIVISION COVERED		3. DATE SUBMITTED	
a. COMPANY NAME			
b. STREET ADDRESS			
c. CITY		4. REPORTING PERIOD:	
		<input type="checkbox"/> OCT 1 - MAR 31 <input type="checkbox"/> OCT 1 - SEPT 30 <input type="checkbox"/> YEAR	
d. STATE e. ZIP CODE			
2. CONTRACTOR IDENTIFICATION NUMBER		5. TYPE OF REPORT	
		<input type="checkbox"/> REGULAR <input type="checkbox"/> FINAL <input type="checkbox"/> REVISED	
6. ADMINISTERING ACTIVITY (Place check applicable box)			
<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE		<input type="checkbox"/> DEFENSE LOGISTICS AGENCY <input type="checkbox"/> NASA <input type="checkbox"/> GSA	
		<input type="checkbox"/> DOE <input type="checkbox"/> OTHER FEDERAL AGENCY (Specify)	
7. REPORT SUBMITTED AS (Check one)		8. TYPE OF PLAN	
<input type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> BOTH		<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COMMERCIAL PRODUCTS	
<input type="checkbox"/> SUBCONTRACTOR		IF PLAN IS A COMMERCIAL PRODUCT PLAN, SPECIFY THE PERCENTAGE OF THE DOLLARS ON THIS REPORT ATTRIBUTABLE TO THIS AGENCY.	
9. CONTRACTOR'S MAJOR PRODUCTS OR SERVICE LINES			
a		c	
b		d	

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS
(Report cumulative figures for reporting period in Block 4)

TYPE	WHOLE DOLLARS	PERCENT (To nearest tenth of a %)
10a. SMALL BUSINESS CONCERNS (Include SDB, WOSB, HBCU/MI) (Dollar Amount and Percent of 10c.)		
10b. LARGE BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)		
10c. TOTAL (Sum of 10a and 10b.)		
11. SMALL DISADVANTAGED (SDB) CONCERNS (Dollar Amount and Percent of 10c.)		
12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar Amount and Percent of 10c.)		
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (If applicable) (Dollar Amount and Percent of 10c.)		
14. REMARKS		

15. CONTRACTOR'S OFFICIAL WHO ADMINISTERS SUBCONTRACTING PROGRAM			
a. NAME		b. TITLE	
		c. TELEPHONE NUMBER	
		AREA CODE	NUMBER
16. CHIEF EXECUTIVE OFFICER			
a. NAME		c. SIGNATURE	
b. TITLE		d. DATE	

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is not usable

STANDARD FORM 295 (REV. 10-96)
Prescribed by GSA - FAR (48 CFR) 53.219(a)

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.
2. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), and Women-Owned Small Business (WOSB) concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI).
3. This report must be submitted semi-annually (for the six months ended March 31st and the twelve months ended September 30th) for contracts with the Department of Defense (DOD) and annually (for the twelve months ended September 30th) for contracts with civilian agencies, except for contracts covered by an approved Commercial Products Plan (see special instructions in right-hand column). Reports are due 30 days after the close of each reporting period.
4. This report may be submitted on a corporate, company, or subdivision (e.g., plant or division operating on a separate profit center basis, unless otherwise directed by the agency awarding the contract).
5. If a prime contractor/subcontractor is performing work for more than one Federal agency, a separate report shall be submitted to each agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$500,000 (over \$1,000,000 for construction of a public facility) and contains a subcontracting plan. (Note that DOD is considered to be a single agency; see next instruction.)
6. For DOD, a consolidated report should be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DOD prime contractors. However, DOD contractors involved in construction and related maintenance and repair must submit a separate report for each DOD component.
7. Only subcontracts involving performance within the U.S., its possessions, Puerto Rico, and the Trust Territory of the Pacific Islands should be included in this report.
8. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
9. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. Credit shall be taken for awards made to lower tier subcontractors.
10. See special instructions in right-hand column for Commercial Products Plans.

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0505 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and; (8) Company affiliation.

BLOCK 4: Check only one. Note that March 31 represents the six months from October 1st and that September 30th represents the twelve months from October 1st. Enter the year of the reporting period, (i.e., Mar

BLOCK 5: Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed all the contracts containing subcontracting plans awarded by the agency to which it is reporting. A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: This report encompasses all contracts with the Federal Government for the agency to which it is submitted, including subcontracts received from other large businesses that have contracts with the same agency. Indicate in this block whether the contractor is a prime contractor, subcontractor, or both (check only one).

BLOCK 8: Check only one. Check "Commercial Products Plan" only if this report is under an approved Commercial Products Plan. For a Commercial Products Plan, the contractor must specify the percentage of dollars in Blocks 10a through 13 attributable to the agency to which this report is being submitted.

BLOCK 9: Identify the major product or service lines of the reporting organization.

BLOCKS 10a through 13: These entries should include all subcontract awards resulting from contracts or subcontracts, regardless of dollar amount, received from the agency to which this report is submitted. If reporting as a subcontractor, report all subcontracts awarded under prime contracts. Amounts should include both direct awards and an appropriate prorated portion of indirect awards. (The indirect portion is based on the percentage of work being performed for the organization to which the report is being submitted in relation to other work being performed by the prime contractor/subcontractor.) Do not include awards made in support of commercial business unless "Commercial Products" is checked in Block 8 (see Special Instructions for Commercial products Plans in right hand column).

Report only those dollars subcontracted this fiscal year for the period indicated in Block 4.

BLOCK 10a: Report all subcontracts awarded to SDBs including subcontracts to SDBs and WOSBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

BLOCK 10b: Report all subcontracts awarded to large businesses (LSBs).

BLOCK 10c: Report on this line the grand total of all subcontracts (the sum of lines 10a and 10b).

BLOCKS 11 and 13: Each of these items is a subcategory of Block 10a. Note that in some cases the same dollars may be reported on both Block 11 and Block 12 (i.e., SDBs owned by women); likewise subcontracts to HBCUs or MIs should be reported on both Block 11 and 13.

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned SDBs). For DOD, NASA, and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to Women-Owned Small Business firms (including SDBs owned by women).

BLOCK 13 (For contracts with DOD, NASA, and Coast Guard): Enter the dollar value of all subcontracts with HBCU/MI.

SPECIAL INSTRUCTIONS FOR COMMERCIAL PRODUCTS PLANS

1. This report is due on October 30th each year for the previous fiscal year ended September 30th.
2. The annual report submitted by reporting organizations that have an approved company-wide annual subcontracting plan for commercial products shall include all subcontracting activity under commercial products plans in effect during the year and shall be submitted in addition to the required reports for other-than-commercial products, if any.
3. Enter in Blocks 10a through 13 the total of all subcontract awards under the contractor's Commercial Products Plan. Show in Block 8 the percentage of this total that is attributable to the agency to which the report is being submitted. This report must be submitted to each agency from which contracts for commercial products covered by an approved Commercial Products Plan were received.

DEFINITIONS

1. Commercial products means products sold in substantial quantities to the general public and/or industry at established catalog or market prices.
2. Subcontract means a contract, purchase order, amendment, or other legal obligation executed by the prime contractor/subcontractor calling for supplies or services required for the performance of the original contract or subcontract.
3. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
4. Indirect Subcontract Awards are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

SUBMITTAL ADDRESSES FOR ORIGINAL REPORT

For DOD Contractors, send reports to the cognizant contract administration office as stated in the contract.

For Civilian Agency Contractors, send reports to awarding agency:

1. NASA: Forward reports to NASA, Office of Procurement (HC), Washington, DC 20546
2. OTHER FEDERAL DEPARTMENTS OR AGENCIES: Forward report to the OSD/BU Director unless otherwise provided for in instructions by the Department or Agency.

FOR ALL CONTRACTORS:

SMALL BUSINESS ADMINISTRATION (SBA): Send "info copy" to the cognizant Commercial Market Representative (CMR) at the address provided by SBA. Call SBA Headquarters in Washington, DC at (202) 205-6475 for correct address if unknown.